CORRES. CONTROL
INCOMING LTR NO.

_0 0248_ RFOS

DUE DATE
ACTION

DIST.	LTR	ENC
BERARDINI, J.H.	X	X
BOGNAR, E.S.	X	X
BROOKS, L.	X	X
CARPENTER, M.	X	X
CIUCCI, J.A.		
CROCKETT, G. A.	X	X
DECK, C. A.	X	X
DEGENHART, K. R.	X	X
DEL VECCHIO, D.		
FERRERA, D. W.	X	X
GIACOMINI, J. J.		
GILPIN, H.		
LINDSAY, D. C.	X	X
LONG, J. W.		
NESTA, S.		
SHELTON, D. C.	X	X
SPEARS, M. S.	X	X
TUOR, N. R.	X	X
WARD, D.	X	X
WIEMELT, K.	X	X
ZAHM, C.	X	X
Shank, K	X	X
Kocsis, F	X	X
Wolfe, G	X	X
McKinney, A	X	X
Gomez, S.	X	X

COR. CONTROL	X	X
ADMIN. RECORD	X	X
PATS/130		

Reviewed for Addressee
Corres. Control RFP

5/4/05
Date   By

Ref. Ltr. #

DOE ORDER # 1

Department of Energy

ROCKY FLATS PROJECT OFFICE
10808 HIGHWAY 93, UNIT A
GOLDEN, COLORADO 80403-8200

APR 2 9 2005   05-DOE-00242

Mr. Mark Aguilar
Rocky Flats Cleanup Agreement Team Leader
U.S. Environmental Protection Agency, Region VIII
999 18th Street, Suite 300
Denver, Colorado 80202-2466

Mr. Steve Gunderson
Rocky Flats Cleanup Agreement Project Coordinator
Colorado Department of Public Health and Environment
4300 Cherry Creek Drive South
Denver, Colorado 80246-1530

Dear Mr. Aguilar and Mr. Gunderson:

This is to advise you that the U.S. Department of Energy, Rocky Flats Project Office
(DOE, RFPO), through its closure contractor, Kaiser-Hill Company, LLC, is in the
process of producing a complete, electronic copy of the Comprehensive Environmental
Response, Compensation and Liability Act (CERCLA) Administrative Record file for the
Rocky Flats Environmental Technology Site (Site). When completed, the entire contents
of the CERCLA Administrative Record will be available via the internet, though our
website, www.rfets.gov. The electronic version of the CERCLA Administrative Record
file will be updated on a weekly basis. A web user's guide to the on-line version of the
Administrative Record is enclosed for your information. We provided a briefing on this
topic to the stakeholders on April 19, 2005, at a public meeting held in the Broomfield,
Colorado, city hall.

Once the electronic version of the CERCLA Administrative Record file is completed and
available on-line, we intend to stop updating the hard-copy versions that are now housed
at the reading room located at the College Hill Library in Westminster, Colorado, and at
the U.S. Environmental Protection Agency (EPA) reading room in Denver. Hard copies
of individual closure-related documents will continue to be provided to the reading
rooms. Internet access and assistance in searching the Administrative Record database
will be available to the public at the College Hill Library reading room. We plan to move
the master copy of the Administrative Record file from its current location in Building 61
near the Rocky Flats Visitors Center to the archives at the Denver Federal Center where it
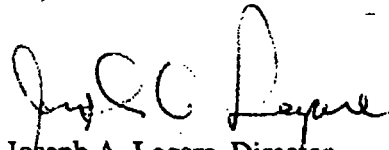will be maintained. Original documents, if needed, may be retrieved in the future from
the Denver Federal Center.

The DOE, RFPO believes that maintaining the CERCLA Administrative Record file in the manner described herein is in compliance with the requirements of CERCLA Section 113 (k), relevant EPA guidance, and the relevant requirements of the Rocky Flats Cleanup Agreement, specifically, paragraphs 283-285. We ask that you review our plans and, presuming that you agree, provide us with your agency's formal concurrence within thirty days of receipt of this letter.

Thank you for your assistance in this matter. If you have any questions or comments regarding our plans for managing the CERCLA Administrative Record, please contact John Rampe of DOE, RFPO at (303) 966-6246.

Sincerely,

Joseph A. Legare, Director
RFPO Program Management

Enclosure

cc w/Encl.:
J. Rampe, RFPM, RFPO
G. Morgan, RFPM, RFPO
S. Surovchak, DOE-LM
M. Roy, OCC, RFPO
K. Lutz, HQCPM, RFPO
D. Shelton, K-H
L. Brooks, K-H
K. Smart, K-H
Administrative Record

2

Rocky Flats Closure Project

Department of Energy
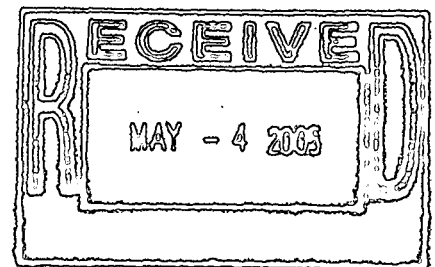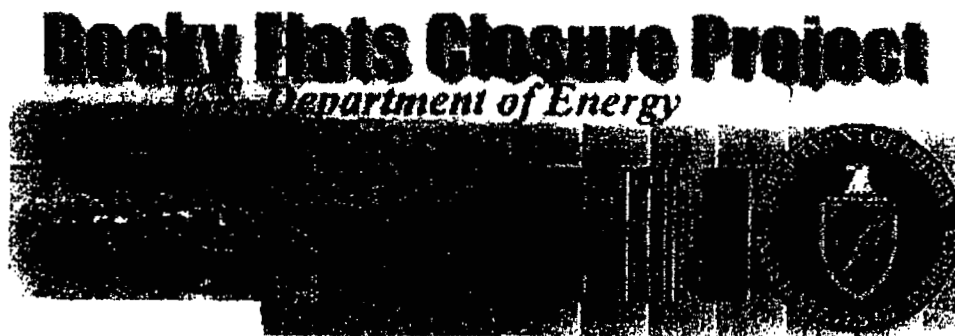
CERCLA Administrative Record (AR)

Web Users Guide

Provided by the Rocky Flats Environmental
Technology CERCLA AR File

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## STEP 1 – Log-On to the RFETS CERCLA AR Internet Web Site

- On the PC in the DOE Reading Room open Internet Explorer

- On your Personal Computer open Internet Explorer

  Note: You must be using Microsoft windows 2000 or greater, Microsoft Internet Explorer 6.0 or greater, be using a Functional TIFF Imager (Normally Built-in), and have Power user access.

- Type in the URL www.rfets.gov to open the RFETS Home Page.

- In the bottom Left-hand column Click on the **RFETS CERCLA AR** link.
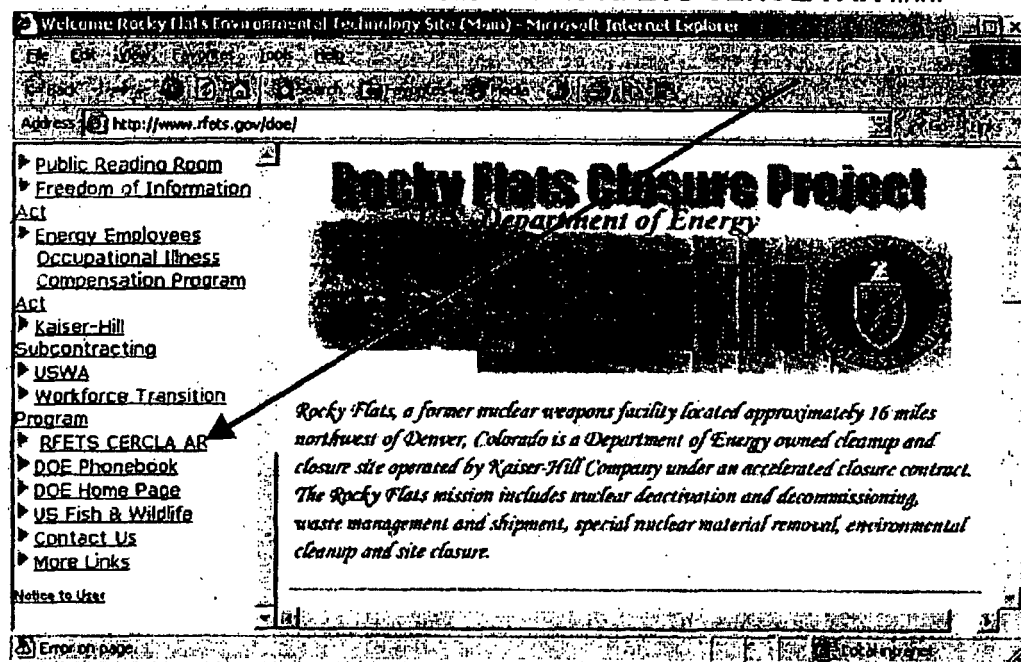
- You should now be on the LibertyNet, RFETS CERCLA AR document search page.

4
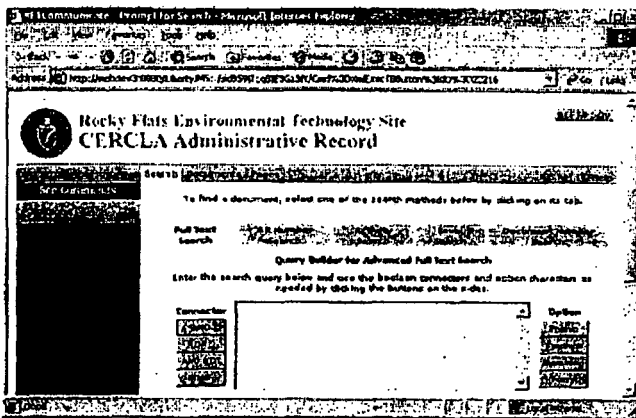
STEP 2 – Perform a Document Search

There are five basic ways to perform a document search:

    A. Full Text
    B. AR Document Number
    C. Operable Unit Number
   D. Activity Level
    E. Activity Number

A. FULL TEXT SEARCH

- Click on the **Full Text Search** tab. (default tab)

- In the search box enter the word or term you are searching for. You may use the following:

   Buttons are provided to insert syntax for full text searching.
    - **AND** - An item with another item, both present
    - **OR** – Either item is present
    - **AND NOT** – One item is present but not the other
    - **NONE** – No criteria to be added
    - **Phonic** – Search using sound-alike words
    - **Synonym** – Search for words that mean the same
    - **Stemming** – Search for any grammatical form of the word
    - **Fuzzy** – Search allowing for misspelling

Example: To search for documents containing the word "report" type in "report" in to the search term box and press the **Submit Query** button.
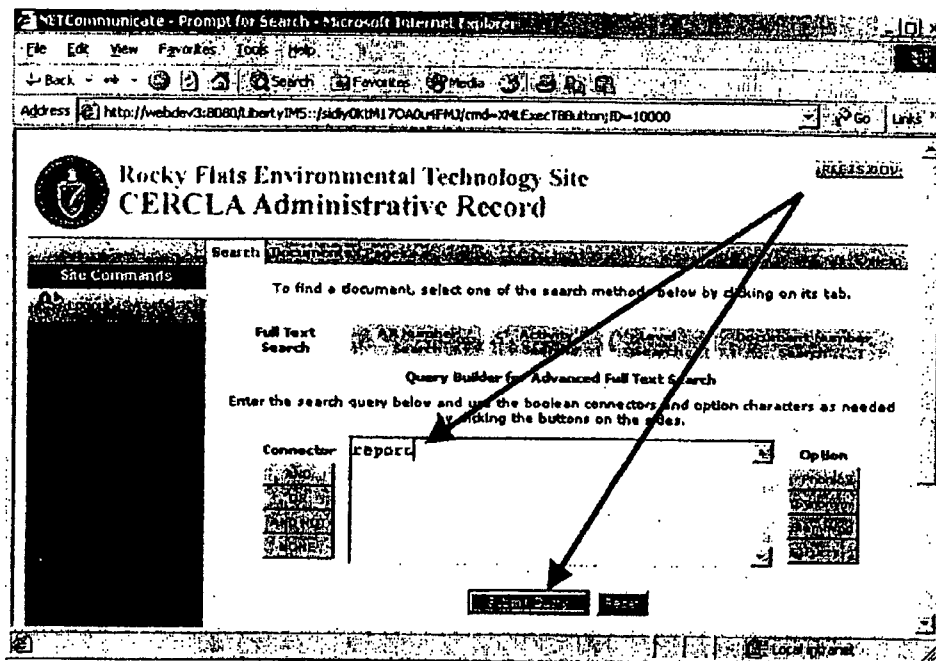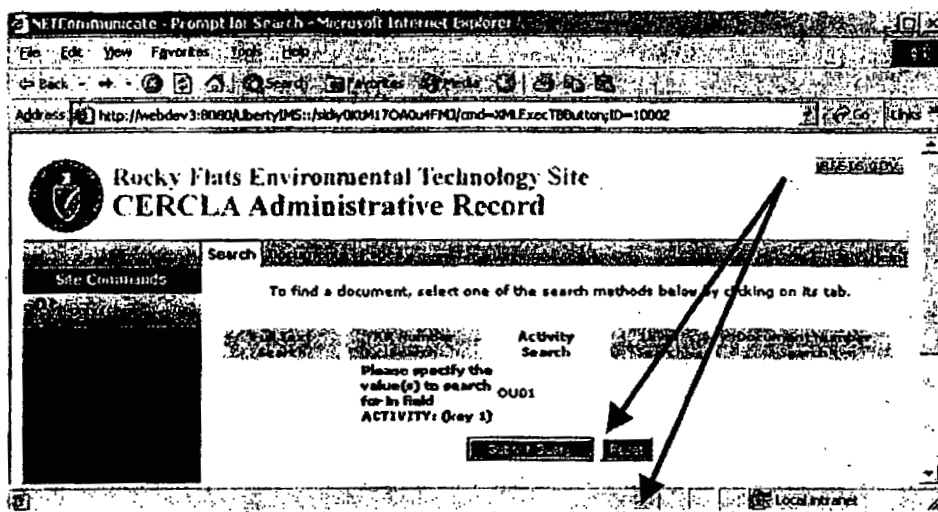
B. AR DOCUMENT NUMBER

- Click on the **AR Number Search** tab.

- In the search box enter the AR Document Number using this format: <Unit>-<Level>-<Doc #> (i.e. OU01-A-000446) and press the **Submit Query** button.
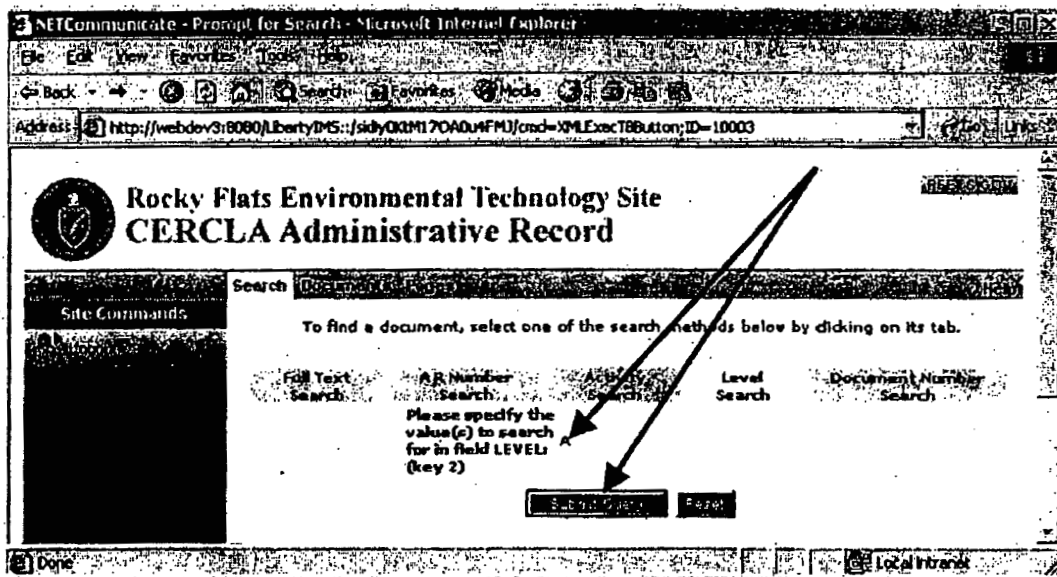

C. OPERABLE UNIT NUMBER

6
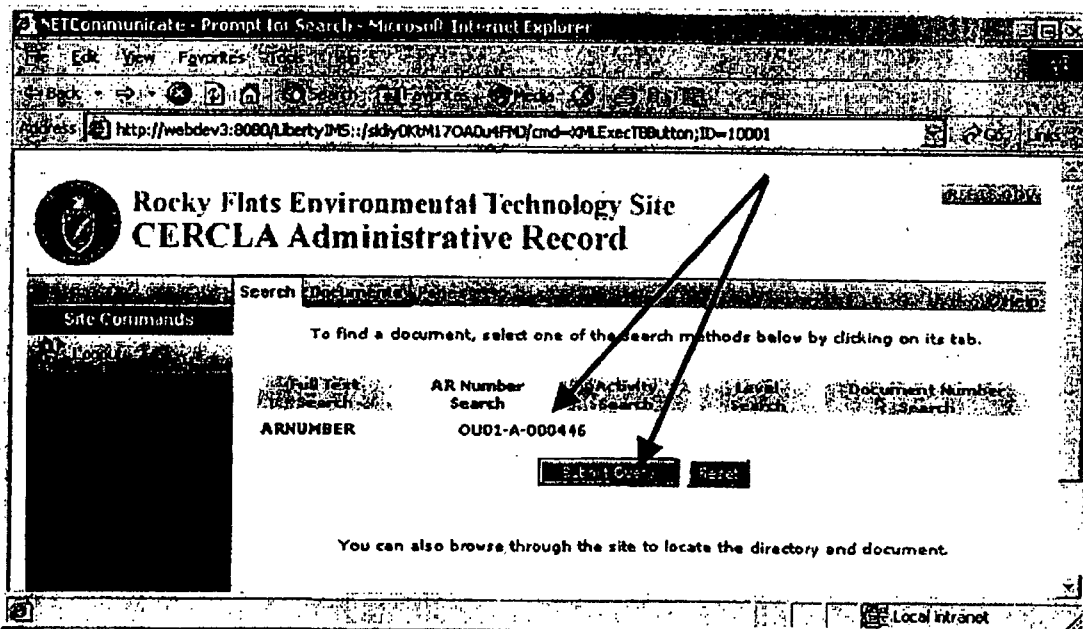
- Click on the **Activity Search** tab.

- In the search box enter the OPERABLE UNIT NUMBER (i.e. OU01) and press the **Submit Query** button.
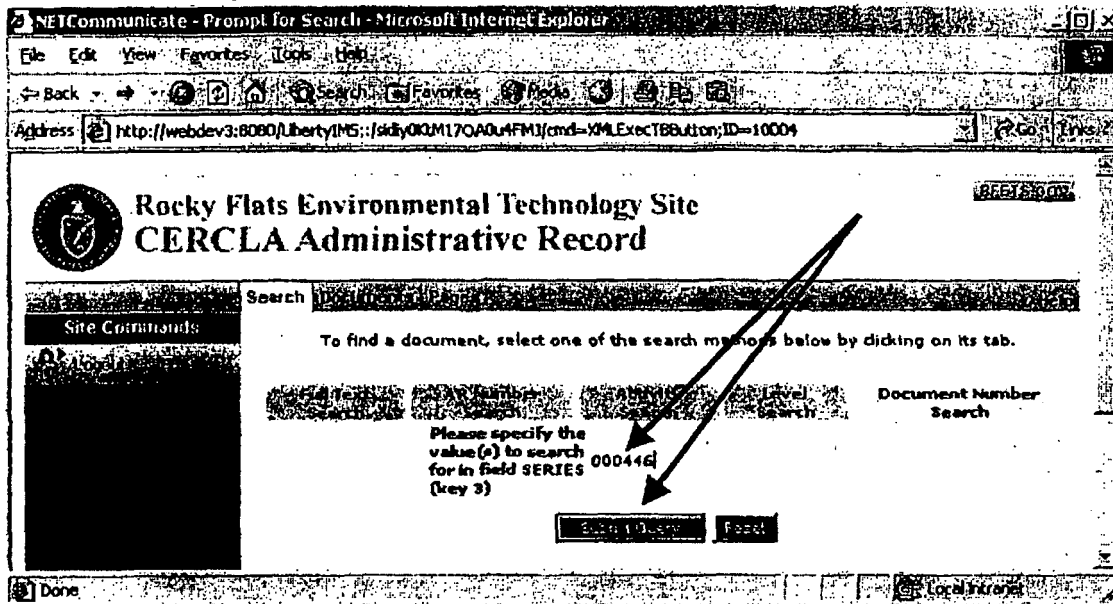

D. ACTIVITY LEVEL

- Click on the **Activity Search** tab.

- In the search box enter the Activity letter (A or B) and press the **Submit Query** button.
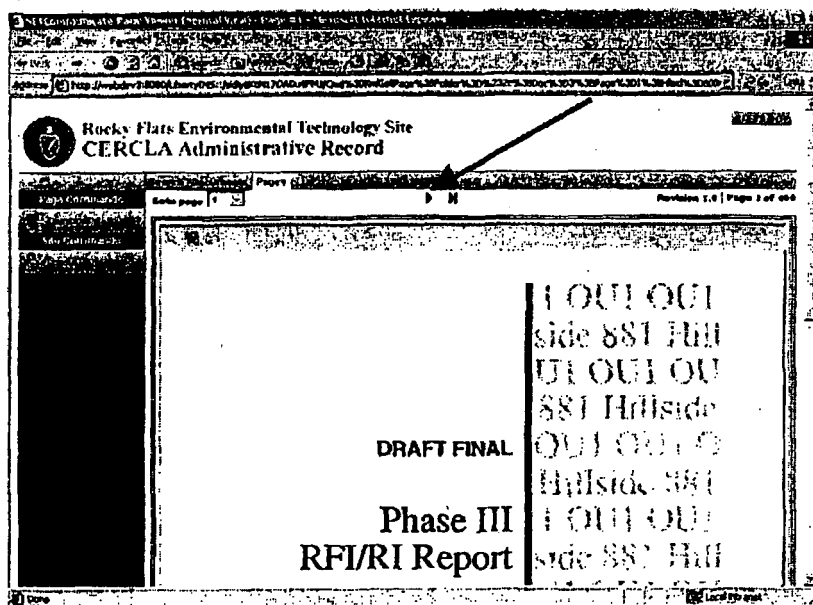

E. ACTIVITY NUMBER

- Click on the **Document Number Search** tab.

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- In the search box enter the Document Series Number (i.e. 001366) and press the **Submit Query** button.
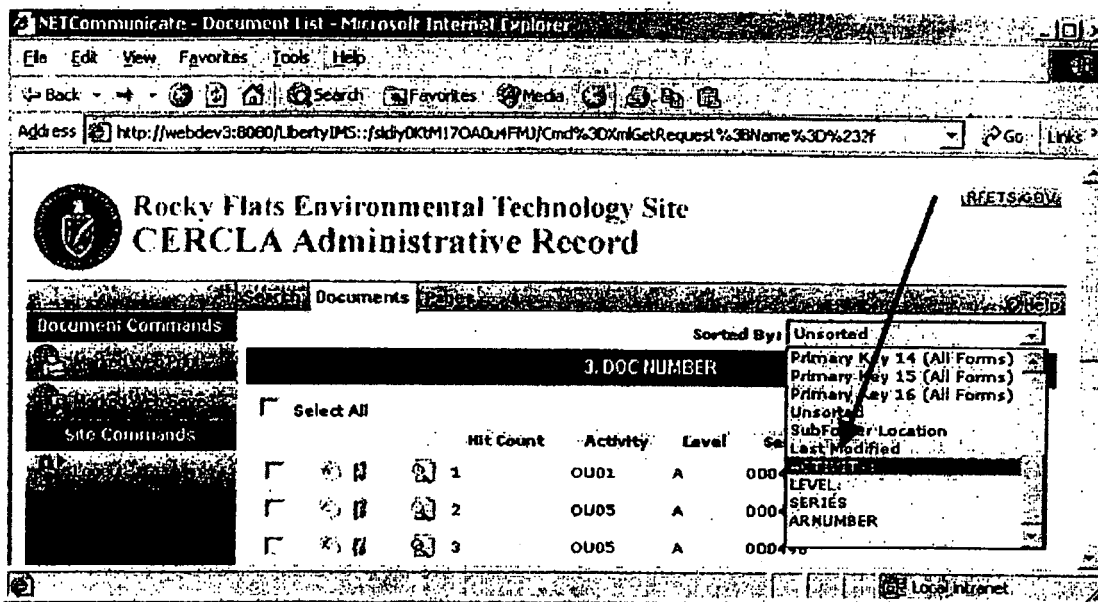

STEP 3 – REVIEW SEARCH RESULTS

- To view a document click on the icon. To go to the next page press the ▶ icon.

- To sort the results select the **Sorted By:** dropdown menu in the upper right-hand corner of the screen. Select either Activity, Level, Series, or AR Number.
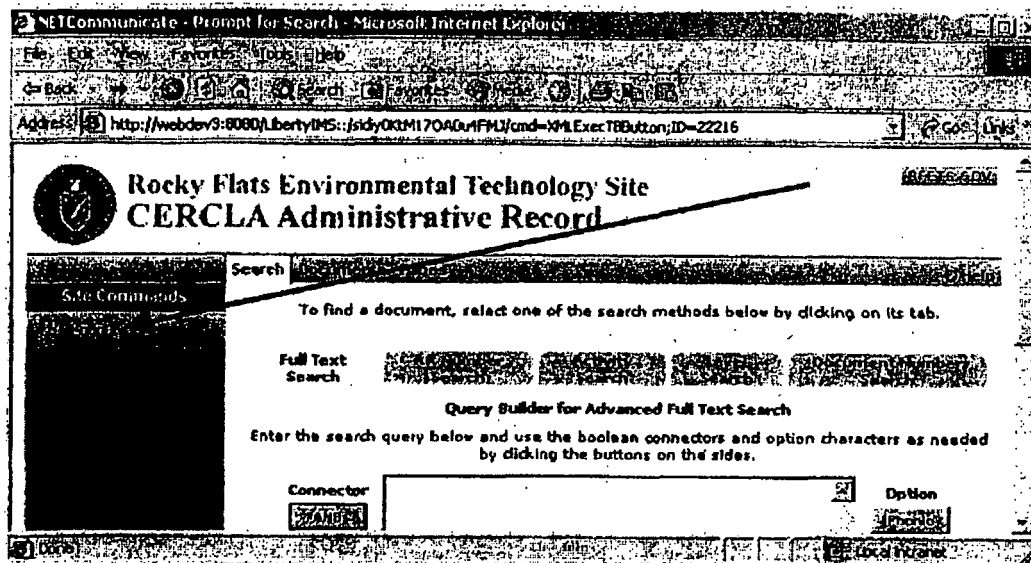
- To print a document select the check box next to the document you wish to print and press the **Marked Web Print** button.

STEP 4 – Log Out

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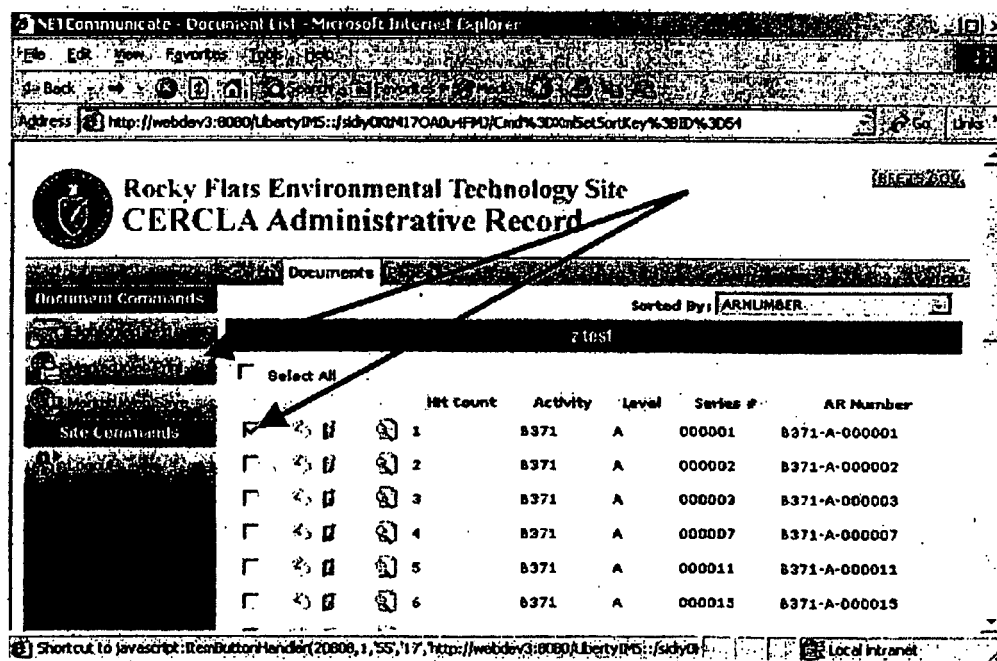
- To log out of the system press the **Log Out** Button.